

Applying for NIH Grants Electronically Using the SF424(R&R)

NIH is in the process of transitioning all grant applications from paper PHS 398 forms to electronic SF424 Research & Related (R&R) forms.

SF424 (R&R)

- The SF424 (R&R) is a government-wide data set that is arranged in components. A complete NIH application package is constructed from a combination of standard (labeled R&R) and agency-specific (labeled PHS 398) components.
- Each Funding Opportunity Announcement (FOA) that NIH posts in the *NIH Guide* and on Grants.gov's Find will contain an application package that includes a set of form components and an application guide. Some of the component fields of the application are pre-filled with information for that opportunity. Applicants must use the application package attached to the specific FOA for which they are applying.
- Sample application packages and application guides are available at:
<http://grants2.nih.gov/grants/funding/424/index.htm>.

Multiple Systems Working Together

There are two systems involved in the NIH electronic submission process. Each system has its own registration requirements and validation process.

1. Grants.gov - the Federal government's single on-line portal to find and apply for Federal grant funding. Grants.gov is used by all 26 Federal grant-making agencies.
2. eRA Commons – the NIH electronic Research Administration system that allows applicants/grantees to electronically receive and transmit application award information. eRA Commons is used by NIH and other Health and Human Services components. For electronic submission, applicants use eRA Commons to check the status of application submission and to view the assembled application.

Registration

- Registration in both Grants.gov (institutions only) and eRA Commons (institutions and principal investigators) is required prior to electronic submission.
- These are separate processes that can be done simultaneously.
- It is critical for institutions to begin this registration process at least four weeks before applications are due.
- See <http://era.nih.gov/ElectronicReceipt/preparing.htm> for additional information.

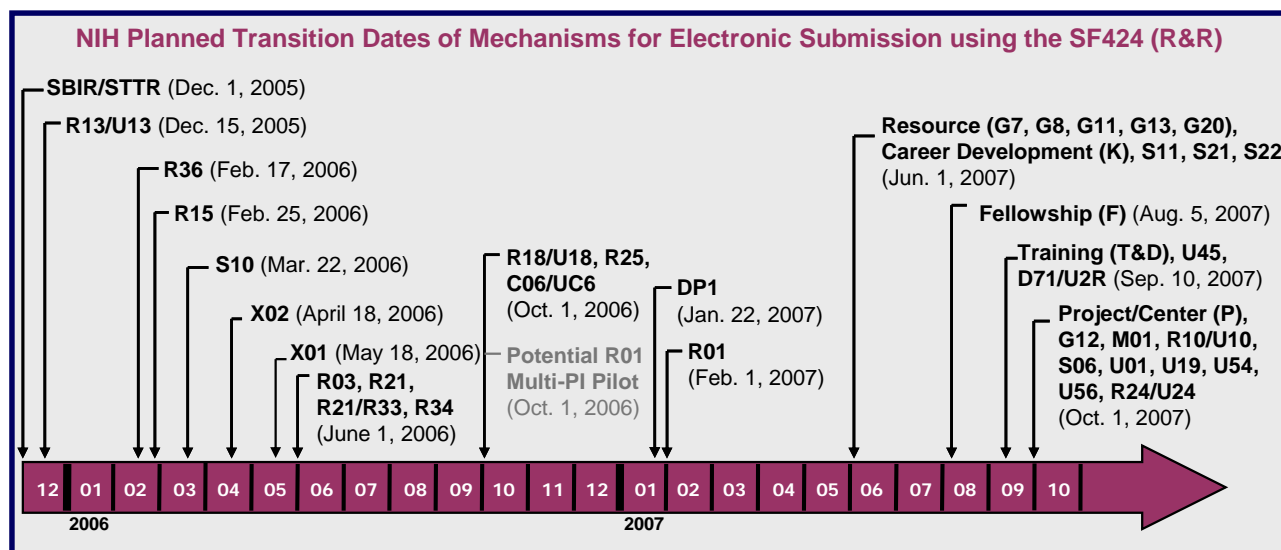
Software Requirements

- PureEdge™ viewer downloaded (free) from Grants.gov site at <http://www.grants.gov/DownloadViewer>
- MAC users will need to use PC emulation software or download a free CITRIX client application to take advantage of the CITRIX server offered by Grants.gov in partnership with NIH. <http://www.grants.gov/MacSupport>
 - o Non-windows PureEdge viewer expected in November 2006.
- PDF generation software
 - o Grants.gov lists some available tools at <http://www.grants.gov/assets/PDFConversion.pdf>
 - o NIH only accepts PureEdge form and PDF attachments.
 - o NIH provides some guidelines for generating PDF attachments that are acceptable to the eRA Commons system at http://era.nih.gov/ElectronicReceipt/pdf_guidelines.htm.

Process

- Applicant institutions submit applications to Grant.gov.
- Grants.gov receives the application, performs basic forms validation and (if no errors are found) queues the application for agency retrieval.
- The NIH system pulls the application from Grants.gov, checks it against published guidelines and (if no errors are found) assembles a complete grant application that is available for printing and viewing in the eRA Commons.
- The Signing Official (SO) and Principal Investigator can go to eRA Commons to view the application. Unless explicitly rejected by the SO, the application automatically moves on to Receipt and Referral after two full days and the submission process is complete.

NIH will transition to the new electronic SF424 by individual grant program (mechanism). By September 2007, all applicants will be required to use the SF424 (R&R) forms and submit their applications electronically to Grants.gov – no more paper applications will be accepted.



Mechanism Abbreviation Key:

C06/UC6	Research Facilities Construction Grants	R24/U24	Resource Related Research Projects
DP1	NIH Director's Pioneer Award Program	R25	Education Projects
D71/U2R	Int. Training Coop. Agreement/ Phase 2 of FIC mechanism D71	R34	Clinical Trial Planning Grant Program
P	Research Program Projects and Centers	R36	Research Dissertation Grant Program
R01	Research Project Grant Program	SBIR	Small Business Innovation Research
R03	Small Grant Programs	STTR	Small Business Technology Transfer
R10/U10	Cooperative Clinical Research Grants	S06,S10,S11	Biomedical Research
R13/U13	Support for Conferences & Scientific Meetings	S21,22	Health Disparities Endowment Grants
R15	Academic Research Enhancement Awards (AREA)	U	Cooperative Agreement Awards
R18/U18	Research Demonstration and Dissemination Projects	X02	Pre-application for Interdisciplinary Research Consortium
R21/R33	Exploratory/Development Research		

Support Resources:

Electronic Submission Website

For up-to-date information on electronic submission and the SF424 (R&R)

- **Website:** <http://era.nih.gov/ElectronicReceipt>

Grants Info

For NIH funding opportunities, application guidelines, and grant-related resources

- **Phone:** 301-435-0714 / **TTY:** 301-451-5936 / **Fax:** 301-480-0525
- **Phone support hours:** Mon.–Fri., 8:30 a.m.–5 p.m. ET
- **Email:** GrantsInfo@nih.gov

Grants.gov

For information about Grants.gov registration, PureEdge™ software and form navigation

- **Website:** <http://grants.gov>
- **Toll Free:** 1-800-518-4726
- **Phone support hours:** Mon.–Fri., 7 a.m.–9 p.m. ET
- **Email:** support@grants.gov

eRA Commons

For information about eRA Commons registration, application validation, and post-submission functionality

- **Website:** <https://commons.era.nih.gov/commons/index.jsp>
- **Web support:** <http://ithelpdesk.nih.gov/eRA/>
- **Phone:** 301-402-7469 / **Toll Free:** 1-866-504-9552 / **TTY:** 301-451-5939
- **Phone support hours:** Mon.–Fri., 7 a.m.–8 p.m. ET